



P.O. Box 8580 (1135 Lincoln Street)  
Red Bluff, CA 96080  
Ph.: (530) 528-1395 • FAX: (530) 528-1396  
Email: [densnider@sbcglobal.net](mailto:densnider@sbcglobal.net)  
Web Address: [www.ccfca.gov/tehama](http://www.ccfca.gov/tehama)

*"Making a positive difference in the lives of young children"*

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# Commission Meeting

November 30, 2004 @ 3:00 p.m.

Department of Education @ 1135 Lincoln Street, Pine Room - Red Bluff, CA 96080

## MINUTES

**ATTENDANCE:** Christine Applegate, Bob Douglas, Jeannie Jacobs, Valerie Lucero, Mildred Johnstone, and George Russell.

**ABSENT:** Paula Brown-Almond and Connie Massie

**1. PUBLIC COMMENT** – None heard

**2. CONSENT AGENDA:** *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

**2.1. APPROVAL OF MINUTES**

**2.2. GENERAL WARRANT REGISTER**

**2.3. CLAIMS**

- Commissioner Jeannie Jacobs made the motion to approve the consent agenda as detailed, Commissioner Bob Douglas seconded, motion carried 6 to 0.

**3. REGULAR AGENDA**

**3.1. INFORMATIONAL: Director's Report**

- Grantee Cluster Meeting and Kit for New and Expectant Parents training, held on October 28, was well attended by all grantees and distributors – over 30 participants in all. Rhonda Meadows, Commission Secretary provided new information on evaluation results on the Kit for New Parents; Elsa Bautista from St Elizabeth Community Hospital's Perinatal Education program wowed them with her presentation of how she utilizes the Kit with pregnant or nursing mothers. Lois Lang provided a Sustainability Workshop and Developing Business Partnerships in the afternoon. This workshop began with who the grantee is and how they are presenting themselves and their mission statement along with a business plan. Next the grantees began the study of identifying who are the grantors, where grantors can be found, and thinking "outside the preverbal funding box". Lois also had grantees begin the process of thinking about how to "Create Other Program Revenue". Grantees left with a better understanding of leveraging funds and some with thoughts of a more strategic layout for future funding.

- Lois Lang has agreed to fill in during Denise's absence and will meet with grantees on a regular basis or as needed; providing contract oversight and management and ongoing technical assistance. Lois reviews quarterly reports, matching SOW and logic models to the grantees reporting documents to ensure program goals are met and then documents progress and reports back to the grantee with her findings requesting any additional information. Lois has weekly telephone consultation with admin support; representation and attendance at quarterly CA First 5 Association meetings as needed and at all regularly scheduled First 5 Tehama Commission meetings, and at subcommittee meetings as requested. Continued implementation and monitoring of the Commission Action Plan and other duties as prescribed by the Commission. An MOU has been forwarded by Lois to Chairperson, Mildred Johnstone and signed by both parties for the term of October 29, 2004 through April 29, 2005 or until Denise Snider returns from medical leave. The MOU simply defines roles and offers proof to the State of Consultant signature for program report oversight but does not give check writing authorization. Action to approve Lois' ongoing interim post will be reviewed and voted on at the January meeting.
- Financial Committee met on November 17 @ 11 a.m. and reviewed 1<sup>st</sup> Quarter Budget Report for the period ending September 30, 2004. The committee also reviewed program quarterly reports from Los Molinos and Gerber School Readiness Sites for FY1. Rhonda Meadows, Commission Secretary and Lois Lang, Interim Director, will be meeting with the School Readiness sites in December to review the first year of funding to discuss what worked and what did not. Suggestions from the Financial Committee will be brought to this meeting that will perhaps relieve some of the fiscal difficulties that are being experienced related to their tracking and documenting of expenses.

**3.2. ACTION: Quarterly Financial Reporting** (Enclosure)

- Recommend approval of quarterly financial report for period ending 9/31/04 –1<sup>st</sup> financial report for fiscal year 04-05.

**3.3. INFORMATIONAL: Project Updates**

**GRANTEE:** .....St. Elizabeth Community Hospital/ SECH

**Project Name:**.....Bilingual Perinatal Education Program

**Funding Cycle:** .....February 6, 2002 through January 31, 2005

**Project Director:** .....Sue Mitchell

**Fiscal Intermediary:**.....Mercy Foundation North

**Grant Fund:**.....\$249,886

**Project Description:** Bilingual/bicultural perinatal education program that serves women and parenting teens from prenatal period through six weeks postpartum. "Kits for New Parents" will be utilized to develop curriculum and as a working tool throughout the series. Training of bilingual/bicultural staff through class instruction. Classes include breastfeeding, baby basics, six-week postpartum, childbirth, and water birth classes.

Sue Mitchell, SECH Program Director highlighted the SECH Bilingual Perinatal Education Program with a PowerPoint presentation.

Cathy Minicucci, Evaluation Consultant, will present evaluation results on all programs at the January Commission meeting.

**3.4. INFORMATIONAL: Ad-Hoc Membership Committee (Enclosure)**

Commissioner Position Opening posting was distributed to north and south county and public announcements have been delivered through Commissioners at various meetings throughout the county. The Membership Committee was selected at the October Commission meeting; Commissioners Bob Douglas, Valerie Lucero, and George Russell were appointed.

- Commissioner Bill Clybourn has officially resigned his position as he has retired and moved to Oregon to begin his new life of leisure. Through Commissioner Bob Douglas, Bill extended his appreciation to the board for allowing him to serve on the Commission during his brief term.
- Review revised "Procedure for Filling Commissioner Openings" as per Lois Lang's input.
- Committee to set membership selection meeting date and time during November Commission meeting (see tentative date on "Procedure for filling Commissioner Opening").

**3.5. DISCUSSION/ACTION: Review Action Planning Document**

- Goal 3.7 Membership Committee to take lead: Identify and update possible partnership list (annually)
  - 3.3 Disseminate Key Messages by developing monthly delivery plan for Commissioners. (Quarterly)
  - 3.5 Initiate three (3) contacts with new businesses. (Quarterly)

**3.6. INFORMATIONAL: Community Capacity Building**

- **Tehama County Family Resource Center Network (TCFRCN) – Jennifer Shortt, School Readiness Coordinator:** The Cowell Foundation Town Hall meeting is scheduled for the morning of January 11, 2005 at the Red Bluff Community Center. All Commissioners will receive an invitation to participate and support the TCFRCN's funding proposal to strengthen the network of county wide family resource centers through a partnership with the Cowell Foundation. Jennifer Shortt along with Ted Klemm, Director from NVCSS FRC explained how this funding will help expand collaborative services and how it will link services with FRCs in all communities.

**3.7. INFORMATIONAL: Commissioner Updates**

- Commissioner Christine C. Applegate announced that the Children and Family Leadership Team and the Child Abuse Prevention Council have combined. This combining of resources will help strengthen efforts for both.
- Commissioner Bob Douglas:
  - The Tehama Early Language and Learning (TELL) Opportunities Project was awarded to the Tehama County Department of Education. This program works with child care providers and families on early literacy. This funding links with the Early Reading First program and brings an additional \$984,000 worth of funding.
  - The SERFF program is now serving over 1700 children county-wide and was selected by the State for the Golden Bell award.

- Commissioner Mildred Johnstone: The Dental Committee is going through the Board of Supervisors to have a proclamation announced for Dental Health Month; the Committee is also pleased to announce that Red Bluff Dental has an additional Dentist providing services to families in our community. Greenville Rancheria has been invited to attend the Committee meetings to share what services they provide.

### **3.8. ADJOURN**

**Next meeting is Tuesday, January 25, 2005.**

*Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.*

*If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).*

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